

Approved in the 04/2026 session of the Governing Council on 26 May

GOVERNING COUNCIL DECISION 48/2026, OF 26 MAY 2026, APPROVING THE TERMS AND CONDITIONS OF THE REGULATIONS GOVERNING THE GRANT PROGRAMME FOR THE RECRUITMENT OF TRAINEE RESEARCH STAFF AT THE UNIVERSITY OF GIRONA (IFUDG).

Purpose

Whereas the University of Girona's (UdG) Articles of Association establish that inter-university research, transfer, and exchange of knowledge and innovation will be promoted and strengthened;

Whereas research of excellence today requires multidisciplinary and international collaboration, as well as the recruitment of research talent at all career stages, in line with European Union priorities in research and innovation;

Whereas the UdG's governance programme provides for maintaining and strengthening its own policies on pre-doctoral contracts and, within this framework, the UdG wishes to contribute to the recruitment of pre-doctoral talent and their international projection;

Whereas the powers attributed to the Delegated Committee for Research, Transfer, and Doctoral Studies under Article 27, Section 2.a), of the Regulations of Delegated Committees of the Council of the University of Girona, approved by the Governing Council in session no. 4/12, of 31 May 2012, mean that it is necessary to analyse the University's general research policy, the instruments for the development thereof and annual priorities.

Whereas the Delegated Committee Research, Transfer, and Doctoral Studies, in session 5/2026, on 20 May 2026, recommended approval of the regulations governing the grant programme for the recruitment of trainee research staff at the University of Girona (IFUdG).

Whereas under Article 27, Section 1.b), of the Regulations of Delegated Committees of the Council of the University of Girona, approved by the Governing Council of the University of Girona in session no. 4/12, of 31 May 2012, the Governing Council is responsible for approving these regulations.

In view of the foregoing, the following **DECISIONS** are made:

One. Approve the regulations of the grant programme for the recruitment of trainee research staff at the University of Girona (IFUdG), as detailed in the attached documents.

Two. Publish this decision in the BOUdG.

Three. This decision will come into force from the day after it is published in the BOUdG.

REGULATIONS GOVERNING THE GRANT APPLICATIONS FOR THE RECRUITMENT OF TRAINEE RESEARCH STAFF AT THE UNIVERSITY OF GIRONA (IFUdG)

*Document approved by the Governing Council of the University of Girona, in session
no.04/2026, of 26 May 2026.*

1. Purpose

These general regulations apply to the procedures for awarding grants funded and run by the University of Girona (UdG) to promote the recruitment of predoctoral talent and the completion of doctoral theses at the UdG. Specifically, the programme aims to:

- Attract/retain proven predoctoral talent (outstanding students as evidenced by their academic records).
- Complement external research staff training programmes, including those that the university itself is involved in defining or prioritising.
- Help ensure that active groups with a proven track record of quality can benefit from trainee research staff, while ensuring a balanced distribution.
- Facilitate the research career of full-time temporary staff.
- Encourage the quality of the UdG's doctoral degree programmes.
- Move towards equal opportunities for people with disabilities.
- Foster connections between trainee research staff and businesses or other organisations.

2. Description, category and type of grants

The UdG Grant Programme for the Recruitment of Trainee Research Staff (IFUdG) will be implemented through calls for applications. Grants will be awarded on a contractual basis, for a maximum of four years, except in the case of people with disabilities, for whom the duration will be five years.

The following **categories of IFUdG grants** may be awarded in each call for applications, subject to budgetary availability. The number of grants in each category will be defined in each call for applications:

- **CATEGORY 1:** IFUdG grants for individuals with a degree of disability equal to or greater than 33% as certified by the assessment and guidance team at the disability care centres run by the Government of Catalonia or an equivalent body. This 33% is based on Article 4, Section 2 of the recast text of the General Act on the Rights of Persons with Disabilities and their Social Inclusion, approved by Royal Decree 1/2013, of 29 November.

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- **CATEGORY 2:** IFUdG grants to be distributed amongst the various University of Girona doctoral programmes (hereinafter 'DP') in proportion to the weighting of each DP (DP Weighting).
- **CATEGORY 3:** IFUdG grants awarded to the highest-ranked candidates, considered the top candidates on the priority list, regardless of the doctoral programme for which they are pre-enrolled, who have not been awarded a grant under Categories 1 or 2.
- **CATEGORY 4:** IFUdG grants awarded to candidates who name a thesis supervisor who has either been appointed as a UdG-affiliated researcher (IVU) or whose research is affiliated with an organisation or institute linked to the UdG through an agreement.
For each of these organisations or institutes, as many grants will be offered as each one fully funds.
- **CATEGORY 5:** IFUdG grants intended for candidates who are applying under an agreement with another organisation, whether national or foreign, within the framework of cross-border cooperation policy, providing for the management of these predoctoral grants. The other organisation must co-fund at least 50% of the grant.

There are two possible **types** of grants, depending on the funding system:

- a) Generic grants for the recruitment of UdG Trainee Research Staff (IFUdG), fully funded by the call for grants.
- b) Grants for hiring trainee research staff through UdG Special Initiatives (IFUdG-AE) for categories 1, 2, and 3, with the scheme funding 50% of the cost and the remaining amount co-funded by either:
 1. Partner organisations and/or companies, through a specific collaboration agreement for co-funding the grant.
 2. Funds from the UdG research group through unaccountable funds, specifically excluding resources from competitive projects and those from the UdG's own funds, such as the operation of departments, research institutes, etc.

Due to the nature of the grant, one IFUdG grant may be split into two IFUdG-AE grants.

The applicant will select the category and type, on the basis of which they will be assessed, when they submit their application through the appropriate channel.

3. Eligibility requirements

Recipients of the above grants must meet the following requirements, as well as those set out in each call for applications, if necessary. The requirements must be met within the application period. If any of these requirements are not met, the application will be rejected.

3.1 Candidates must:

3.1.1. Be pre-enrolled, admitted, or enrolled in a UdG doctoral programme on the date they apply for the grant. Candidates must apply for the grant in the same doctoral programme where they are pre-enrolled, admitted, or enrolled.

3.1.2. Not hold a doctoral degree.

3.1.3. Meet one of the entry requirements for the PhD programme, within the application submission period, as set out in Article 6 of Royal Decree 99/2011 of 28 January, regulating official doctoral degree programmes, amended by Royal Decree 576/2023 of 4 July, with the following clarifications:

a. Generally speaking, prospective doctoral students must have an official Spanish bachelor's degree certificate or equivalent, as well as a university master's degree or equivalent, providing that they have passed at least 300 ECTS credits across these two programmes.

However, under these IFUdG grants, at the time of application it will be acceptable for the master's degree to be incomplete, but it must be completed by the time the grant is accepted.

b. Furthermore, individuals in any of the following categories may also apply:

1. Holders of Spanish official university degrees or equivalent foreign degrees, as long they have passed at least 300 ECTS credits in total and demonstrate completion of level 3 is accredited in the Spanish Framework for Higher Education Qualifications (MECES).

2. Holders of a degree earned in foreign educational systems within the European Higher Education Area (EHEA), without the need for official recognition, demonstrating Level 7 of the European Qualification Framework, as long as this degree entitles holders access to doctoral studies in the country where it was issued. Admission to the doctoral programme shall under no circumstances imply official recognition of the degree held by the applicant, nor the recognition thereof for any purposes other than access to doctoral programmes.

3. Holders of a degree earned in foreign educational systems outside the EHEA, without the need for official recognition, provided that the University has been able to verify that this reflects an educational level equivalent to that of the official Spanish university master's degree programme and that it entitles holders to access doctoral degree programmes in the country where it was issued. Admission shall under no circumstances imply official recognition of the degree

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held by the application, nor the recognition thereof for any purposes other than access to doctoral programmes.

4. Those who have previously secured a training place in the relevant entrance examination for specialist healthcare training places, and having successfully completed at least two years of training within a programme leading to a qualification in one of the specialisations in Health Sciences (regulated by Royal Decree 183/2008 of 8 February).

3.1.4. The minimum average mark on the applicant's academic record must meet the following requirements:

- In general, the mark must be **6.5** or higher on a scale of 1 to 10.

The average mark will be calculated by assigning a weighting of 80% to the mark for the applicant's first degree (if the first degree comprises a first-cycle degree plus a second-cycle degree, the calculation will be the average resulting from applying 60% to the first-cycle degree and 40% to the second-cycle degree), and 20% to the mark for the master's degree ECTS credits that have been successfully completed by the date the application is submitted.

- For degree programmes where master's-level ECTS credits are not required for admission to a doctoral degree programme, the average mark must be **6.5** or higher on a scale of 1 to 10.

Note:

For coursework completed abroad, the academic record to be used in the above calculations must have been calculated in accordance with the provisions of the decisions of 20 June and 21 July 2016 of the Directorate-General for University Policy of the Spanish Ministry of Education and Vocational Training, as well as the General Secretariat for Universities decision of 18 September 2017, updating the list of grading scales for foreign university courses or qualifications and their equivalences with the grading system of Spanish universities, as published in the decisions of 21 March 2016 and 20 June 2016.

Average mark equivalences for coursework completed at foreign institutions

Average mark equivalences for university coursework completed at foreign institutions - Ministry of Science, Innovation and Universities - Secretariat-General of Universities

*The country-specific equivalence tables approved in the **most published recent update** must always be the ones used.*

The document obtained must exactly match the information in the academic record. The University of Girona must approve it.

3.1.5. The candidate must not having enjoyed, been enjoying or obtained, either at the time each call is published or during its resolution, any grant from any competitive researcher training programme (IF in any modality, FI Joan Oró, FI_SDUR, FPI, FPU, PFIS, FI-STEP, IF Talent UdG, industrial doctorate, or equivalent).

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- 3.1.6. The candidate must not have held a research trainee contract, funded by a research project or similar, for more than 12 months at the time each call is made public.
- 3.1.7. At the time of application, the candidate must have identified at least one thesis supervisor or co-supervisor who meets all the specific requirements set out for this grant programme in accordance with Item 3.3.
- 3.1.8. The candidate must submit the endorsement of a University of Girona research group that meets the specific requirements for this purpose described in Item 3.2. A single candidate may not be nominated by more than one research group.

3.2 Research group-specific requirements

- 3.2.1. For grants under categories 4 and 5, each call for applications will set out the specific requirements that research groups must meet.
- 3.2.2 In order to endorse an application for grants under categories 1, 2 or 3, UdG research groups must meet at least one of the following two requirements at the time of submitting the application:
 1. They may not have any research trainee receiving a predoctoral grant fully funded by the UdG whose contract expires after 31 December of the year of the call for applications.
 2. The ratio between the number of teaching and research staff (PDI) and research staff (PI) in the group, full-time PhD holders (Dr) whose research is affiliated with the UdG, and the number of trainee researchers (specifically the FI Joan Oro, FI-STEP, FI_SDUR, IFUdG¹ and IF Talent UdG programmes, or equivalents) whose contracts end after 31 December of the year of the call for applications must be equal to or greater than 3.

$$\frac{\text{Number of full – time academic and research staff (PDI and PI) in the research group holding a doctoral degree and affiliated with the UdG for research purposes}}{\text{Number of research trainees FI Joan Oro, FI – STEP, FI_SDUR, IFUdG i IF Talent UdG}} \geq 3$$

When calculating the numerator and denominator, researchers who are in two research groups will count as 1/2 for each.

If the thesis supervisor belongs to more than one research group, the application form must indicate the group that endorsing the application, which will be the group used in the admission and evaluation procedure.

¹ For assessment purposes, the IFUdG-AE will have a value of 1/2 IFUdG.

In the case of co-supervision, if the supervisor and co-supervisor—who meet all the requirements for these roles—belong to different groups, the average of the assessments of the two groups will be taken into account.

The information in the updated group directory will be used, including changes approved up to the last meeting of the Delegated Commission for Research, Transfer and Doctoral Studies held before the deadline for submitting applications for each call. Modifications that have been requested but have not yet been approved by the Committee will not be taken into account.

3.3 Specific requirements for thesis supervisors and co-supervisors

- 3.3.1. They must be full-time PDIs or PIs holding a doctoral degree and conducting research work affiliated with the UdG and must meet the requirements to act as a thesis supervisor as specified in the current academic regulations governing doctoral studies at the UdG. The thesis supervisor may have a non-permanent affiliation with the UdG, such as an interim lecturer, research director, lecturer, Ramón y Cajal grant holder, ICREA Senior, Beatriz Galindo grant holder, etc., provided that, at the time of application, they can demonstrate an affiliation with the UdG for a period at least equal to the duration of the IFUdG grant applied for.

UdG research staff at affiliated centres will not be considered to be conducting UdG-affiliated research unless this is specifically stated in the relevant affiliation agreement.

- 3.3.2. They must belong to a UdG research group and must be participating (either as principal investigator or as a member) in a research and/or knowledge transfer project awarded to the University of Girona, which must be active when the application is submitted. Projects for which an interim decision is available at the time of the evaluation of applications will be considered. In any case, a project or agreement must be in force at the time of incorporation; otherwise, the grant will be revoked.

A Ramón y Cajal contract will be accepted as a research project. For transfer agreements, the contract must be signed when the application is submitted and must have a minimum tax base of €24,000.00 for the scientific, technological and health fields, and €12,000.00 for the humanities and social sciences.

- 3.3.3. A single thesis supervisor may only endorse one application for an IFUdG grant, or two applications for two IFUdG-AE grants. If two or more IFUdG applications, or three or more IFUdG-AE applications, list the same thesis supervisor, all such applications will be excluded.

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- 3.3.4. At least one of the thesis supervisors or co-supervisors must meet all the above requirements throughout the duration of the grant.
- 3.3.5. Thesis supervisors or co-supervisors must have an ORCID identifier. Furthermore, if these individuals are conducting UdG-affiliated research, it must appear in CRIS (the UdG's research management programme in use at any given time). Having it on Scopus is also recommended.
- 3.3.6. For grants under category 4 and 5, each call will establish the specific requirements that thesis supervisors must meet, ensuring maximum compliance with the requirements described in these regulations.

4. Allocation of grants

Allocation will be made by category (see items 2 and 6.3.2.), bearing in mind that for **Category 2**, the distribution amongst the various doctoral programmes (DPs) will be proportional to the weighting of each DP (DP Weighting), using the following formula:

$$\text{DP weighting} = 0,6 * a + 0,1 * b + 0,3 * c$$

Where

a = is the weight of the doctoral theses defended within the DP relative to the total number of theses defended at the UdG during the 3 years prior to the publication of each call for applications. Theses with an international mention (IM) or industrial mention will count as 1.5 theses. Doctoral theses defended in the past three years as part of a non-active doctoral programme will be assigned by the School of Doctoral Studies to an active doctoral programme.

The calculation of the 'a' coefficient for each doctoral programme will be as follows:

$$a = \frac{TD_{PD}}{TD_{UdG}}$$

Where

TD_{PD} = is the value of doctoral theses defended for each doctoral programme, equal to

$$TD_{PD} = d * (1,5 * \text{number of theses with IM or industrial recognition} + 1 * \text{number of theses without IM or industrial recognition})$$

Where

d = is a multiplier with a value of 1.2 if the doctoral programme holds accreditation for excellence and 1 if it does not.

and

TD_{UdG} = is the total value of doctoral theses defended in the UdG's doctoral programmes:

$$TD_{UdG} = \sum TD_{PD}$$

b = is the weight of the number of students enrolled in the DP relative to the total number of students enrolled in all DPs at the UdG in the current academic year for each call for applications:

$$b = \frac{\text{matriculats/des en el PD}}{\text{matriculats/des en PD de la UdG}}$$

c = is the number of full-time PDIs or PIs holding a doctoral degree and conducting research work affiliated with the UdG, and a current six-year period research assessment or equivalent (defined as the number of potential supervisors), relative to the total across all UdG doctoral programmes in the current academic year at each call for applications. Researchers who can supervise doctoral theses in more than one doctoral programme will be assigned a value equal to the inverse of the number of doctoral programmes in which they participate: $1/n$, where n is the number of doctoral programmes in which they participate:

$$c = \frac{\text{number of potential supervisors in the DP}}{\text{number of potential supervisors in UdG DPs}}$$

Allocation of grants under Category 2:

Grants under this category (N) will be allocated in accordance with the following allocation procedure (largest remainders):

Each doctoral programme will have received an assessment or weighting equal to Pes_{PD} . The sum of these weightings will be the total weighting for the UdG:

$$UdG \text{ weighting} = \sum \text{weighting PD} = 1.$$

Therefore, if N grants are distributed, the quota is $Q = \frac{1}{N}$.

1. Each doctoral programme will be assigned a theoretical grant value (GT DP) equal to

$$GT \text{ DP} = \frac{DP \text{ Weighting}}{Q} = N * DP \text{ weighting}$$

2. The integer or the nearest lower half-integer closest to $GT \text{ DP}$ will be assigned. These direct grants will be designated (GD DP).
3. The residuals for the doctoral programmes (R DP) will be calculated according to the following formula:

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$$R\ DP = GT\ DP - GD\ DP.$$

4. The DPs will be ranked in descending order according to their residuals. Half a grant (GR DP) will be allocated in this order to each doctoral programme until the total number of grants allocated reaches N.
5. The new residuals remaining for each doctoral programmes (RF DP) will be calculated according to the following formula:

$$RF\ DP = R\ DP - GR\ DP = GT\ DP - GD\ DP - GR\ DP$$

If any IFUdG grant or IFUdG-AE grant is unallocated in a doctoral programme, this grant will:

- (i) will be added to the residual of that same doctoral programme, and
- (ii) the grant will be transferred to the doctoral programme with the highest remaining balance and with at least one application of the same type on the waiting list and will be allocated in accordance with the total score obtained.

If there is still more than half a point (0.5) remaining to be awarded due to a lack of IFUdG-AE applications, every two half-points (2×0.5) will be converted into one point (1) and awarded to the DPs with the highest residual scores.

Each DP will be assigned to the candidate with the highest total score earned.

Any residuals resulting from rounding to the number of grants awarded, whether positive or negative, will be transferred to Category 2 and to the same doctoral programme in the next call for applications.

5. Grant amounts

The annual budget allocated to Categories 1 to 3 of this programme will be part of the university's general budget. Given the multi-year nature of the grants, the Board of Trustees must approve the respective multi-year expenditure in accordance with budgetary availability and forecasts, where applicable.

The annual call for applications will establish the number of grants that may be awarded, in accordance with budgetary availability.

The grants cover the costs of recruitment, the employer's contribution to Social Security and compensation equivalent to that provided for in fixed-term contracts under Article 49 of the recast Text of the Workers' Regulations, as well as the costs of tuition fees (academic supervision of the doctoral thesis and compulsory training credits) for recipients over 4 academic years, or 5 academic years if the grant is awarded under Category 1.

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In the case of Category 1, the tuition fee grant does not apply, as the disability-related tuition fee reduction is more generous.

Enrolment for a fifth year will be covered on an exceptional basis only if the contract, or any extension thereof, extends beyond 31 December.

For Category 4, a number of grants will be offered, and a specific maximum annual budget will be allocated, to be established in each call for applications. The research centres or institutes with which the UdG has signed an institutional agreement, where applicable, will be the ones to establish and fund the number of grants they deem appropriate.

The specific calls for applications will establish the amount of the grants in accordance with the contractual remuneration provided for on an annual basis, and with the annual decree of the Government of Catalonia setting the fees for academic services at public universities in Catalonia. The financial conditions for all types of IFUdG grants (including IFUdG-AE) will be the same.

For Category 5, each call for applications will establish, if applicable, the maximum specific annual budget.

6. Grant award procedure

The procedure will consist of the following stages:

6.1. Application

6.1.1. Online application

Applications must be submitted electronically through the channel specified in each call for applications.

The documents requested on the UdG's electronic application form must be attached in *.pdf or *.doc format or entered directly in the relevant fields.

These documents will be listed in the corresponding call.

6.1.2. Submitting the application entails:

- Acknowledging that the OTRiT will obtain the consent of the persons listed as thesis supervisor and co-supervisor (where applicable), and of all the leaders of the research groups involved in the application submission, regarding the information provided in the application.

All the necessary approvals required to validate the application must be received, or else it will be rejected.

- Authorising the University of Girona to obtain, where legally required, certificates of good standing in relation to recipients' tax and Social Security

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obligations, which will be issued by the State Tax Administration Agency and the General Social Security Treasury. In the form, applicants may object to the disclosure of this information. If they object, the applicant must provide the relevant supporting documents when required to do so.

- Acknowledging that the applicant is not subject to enforcement proceedings arising from a final decision ordering the repayment of grants.
- Authorising the University of Girona to obtain, where legally required, the applicant's National Identity Document (DNI) or Foreigner Identity Number (NIE), and the official degrees for coursework completed in Spain, from the institutions that issued them. In the form, applicants may object to the disclosure of this information. If they object, the applicant must provide the relevant supporting documents when required to do so.

6.2. Submission period

6.2.1. The deadline for submitting applications will be specified in each call for applications. Applications that have not been submitted both electronically and through the registry by the specified deadline, in accordance with the preceding sections, will not be considered.

6.2.2. Once the deadline for submitting applications has passed and the documentation and compliance with the requirements have been reviewed, the OTRiT will publish, on the notice board of the UdG's e-Office, the preliminary list of eligible and rejected applications, specifying, where applicable, the grounds for rejection.

6.2.3. Interested parties may lodge objections to this preliminary list, as well as amend their application, within **10 working days** from the day following the publication of the list. If no objections are lodged, this list will become final.

6.2.4. Once this period has elapsed, the final list of accepted and rejected applications, specifying, where applicable, the grounds for rejection, will be published on the UdG's e-Office notice board.

6.3. Selection process

6.3.1. The criteria for assessing grant applications are detailed in the annex to these regulations.

If, in any given category, only one candidate meeting the requirements has applied, the grant will be awarded automatically.

6.3.2. Once all the above criteria and scores have been applied, a list will be drawn up to rank the applications received, showing the preliminary scores of the candidates in descending order. In the event of a tie, the higher score in the candidate assessment section will be taken into account.

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A grant award proposal, specific to each category, will then be made to the highest-ranked candidates on the above list, in the following order:

1. Category 1 grants. If any of the grants under Category 1 are unallocated, they will be transferred to Category 3.
2. Grants under Category 2, until all grants allocated to each doctoral programme have been distributed, in accordance with the provisions of Item 4 on the allocation of grants in these regulations.
3. Category 3 grants.
4. Category 4 grants.
5. Category 5 grants.

6.3.3. The OTRiT will publish the preliminary prioritisation list and the preliminary grant award proposal, and there will be a period of **10 working days** to file appeals.

If, after the deadline to file appeals in relation to the preliminary list, no written objection has been submitted, or is deemed to have been submitted late, the preliminary list will become final. The decision of the Delegated Committee for Research, Transfer and Doctoral Studies will conclude the process.

The OTRiT, based on the evaluation carried out and the appeals filed, will draw up a definitive list and a draft decision including a funding proposal and a waiting list. This decision will be approved by the Delegated Committee for Research, Transfer and Doctoral Studies, and will be published on the UdG e-Office's notice board.

The month of August will be considered a non-working period.

6.3.4. The Delegated Committee for Research, Transfer and Doctoral Studies will address any queries or ambiguities regarding the interpretation and application of these regulations.

6.3.5. Once the definitive list has been published, the following steps will be carried out for IFUdG-AE recipients, if not previously completed:

- a. A specific collaboration agreement will be drawn up with the partner organisations and/or companies for the co-financing of the grant. The agreement which will include the specific terms and conditions for monitoring the grant, and it will establish the following payment conditions on the part of the collaborating entity: payment of 50% of the of the cost upon signing the agreement, payment of 20% of the cost in the first month of the second year, payment of 20% of the cost in the first month of the third year and payment of the remaining 10% in the first month of the fourth and last year.

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This agreement must be signed by the partner organisation at least fifteen days before the start of the contract. Otherwise, the grant will be revoked.

- b. Where co-funding is provided by research groups at the University of Girona, the co-funding for the current financial year must be provided, and at the start of the new financial year, the amount corresponding to that year must be provided, and so on.

7. Teaching activity for grant recipients

As teaching training is a core part of the training that future doctoral staff should receive, and is seen as to be essential and complementary to research training, the recipients of these grants may optionally teach for up to 180 hours during the term of the contract for training purposes and, preferably, in a practical context, within their department and in accordance with this department's needs for temporary teaching or additional support, whilst respecting the limit of 60 hours per year established by the Regulations for Predoctoral Trainee Research Staff.

Recipients who choose to teach must declare this when accepting the grant, and will need the approval of their department director and thesis supervisor. In such cases, they will be eligible for a mobility grant under the same conditions established for current UdG predoctoral mobility grants.

8. Acceptance of the grant

8.1. Acceptance of the grant will also require the recipient and the thesis supervisor to agree to the obligations set out in Section 9 of these regulations.

8.2. Signing the contract will imply acceptance of the obligations set out in these regulations. However, prior to the signing of the contract, the grant recipient must meet the requirements set out in Section 3.1 of these regulations and in the relevant call for applications, where applicable.

If, prior to the signing of the contract, it is not possible to enrol on the doctoral programme indicated for which the application was assessed due to the need for official recognition of prior qualifications or because this prior coursework does not grant access to the doctoral programme, among other reasons, the grant will be revoked and awarded to the corresponding candidate from the backup list.

9. Obligations of recipients and thesis supervisors

9.1. The hired grant recipient must:

- 9.1.1. Be enrolled on the same UdG doctoral programme for which they were accepted when they accepted the grant and for which they were assessed. They will commence their post on the dates specified in the relevant call for applications.
- 9.1.2. They will automatically be assigned to the research group to which their thesis supervisor belongs and must effectively devote themselves to their doctoral thesis.
- 9.1.3. Where applicable, deliver the required annual teaching hours for training purposes, in accordance with the provisions of Item 7 of these regulations.
- 9.1.4. Notify and/or seek authorisation from the School of Doctoral Studies for any change or issue affecting the progress of their project and/or work plan, and provide all information requested.
- 9.1.5. During the first year of the grant, no changes that could affect the assessment of the application (doctoral programme, research group, thesis supervisor) may be requested.
- 9.1.6. Register the thesis and enrol under academic supervision for each academic year and complete the compulsory training credits for the doctoral programme. If the recipient requests a transfer of their academic record to a doctoral programme at a university other than the UdG, they will lose their status as a trainee researcher at the UdG, and their contract will be terminated.
- 9.1.7. Successfully pass the annual assessments set by the doctoral programme for trainee researcher training, in accordance with the regulations of the School of Doctoral Studies.
- 9.1.8. Placements may not be undertaken until 6 months have elapsed since the grant was awarded, except in duly justified and authorised cases.
- 9.1.9. Notify the OTRiT of any changes regarding the thesis title and/or the thesis supervisor.
- 9.1.10. Any withdrawals must be notified to the Human Resources Department via the UdG's e-registry. They must also contact the OTRiT to obtain the standard withdrawal form, which must be returned to the OTRiT duly completed and signed.
- 9.1.11. Recipients who have not defended their doctoral thesis within the grant period must submit a thesis progress report to the OTRiT, using the standard form, within two months of the contract's expiry date.

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- 9.1.12. Once recipients know the date of their doctoral thesis defence, provided it falls within the grant period, they must notify the OTRiT.

Once the thesis has been defended, the OTRiT will notify the UdG's Human Resources Department of these grant recipients, in order to draw up the corresponding addendum setting out the new end date, where applicable, as well as the amendment of the contract in accordance with Act 17/2022 of 5 September, amending Act 14/2011 of 1 June on Science, Technology and Innovation.

- 9.1.13. State in the written materials resulting from the work carried out during the grant period that the work was made possible thanks to the UdG research grant.

- 9.1.14. Notify the OTRiT of any incidents affecting the grant (absences, conflicts of interest, etc.).

- 9.1.15. Be aware that, should the research to be carried out as part of the doctoral thesis project involve research on human subjects, the use of their personal data, animal experimentation or the use of biological agents and/or genetically modified organisms, they must have the relevant opinion issued by the Committee on Ethics and Biosafety in Research at the University of Girona.

9.2. The thesis supervisor must:

- 9.2.1. Ensure that the trainee research staff has the necessary spaces and infrastructure to properly carry out their research.

- 9.2.2. Notify the OTRiT of any incidents affecting the grant.

10. Contract conditions

The duration of the contract shall be a maximum of 4 years, except in the case of Category 1, where it shall be a maximum of 5 years.

The purpose of the contract is to carry out research within the scope of a specific and innovative project while pursuing a doctoral programme.

The following shall constitute grounds for termination of the contract:

- a) Failure to pass the annual assessment by the academic committee of the doctoral programme shall result in the termination of the contract, effective the day after the OTRiT becomes aware of it.
- b) The contract may be terminated if enrolment for each academic year has not been formalised within the deadline set out in the academic and administrative calendar for doctoral studies, except in exceptional cases and with the approval of the UdG's Delegated Committee for Research, Transfer and Doctoral Studies.

Remuneration for recipients shall be as specified in the call for applications.

11. Suspension of contracts

Periods of temporary incapacity (minimum of 30 calendar days), and periods spent on full-time leave for pregnancy, risk during pregnancy and breastfeeding, childbirth, maternity, paternity, guardianship with a view to adoption or fostering, or accrued breastfeeding leave taken in full-day blocks, or for similar situations related to the above, as well as full-time leave taken for work-life balance reasons or to care for children, family members or dependants, and time taken on leave to care for a child, a family member or due to gender-based violence, shall, for the duration of the contract, interrupt the calculation of the contract's duration; the contract may be extended by the same period, subject to a request by the interested party addressed to the Human Resources Department and always before the contract's expiry.

Periods of time taken as part-time leave for childbirth, maternity, paternity, adoption, guardianship with a view to adoption or fostering, and a reduction in working hours due to breastfeeding, the birth of a premature baby or a baby hospitalised after birth, legal guardianship, the care of children with cancer or a serious illness, of family members affected by an accident or serious illness, or of dependants, or due to gender-based violence, or reductions in working hours due to similar situations related to those mentioned above, as well as for reasons of work-life balance or the care of children, family members or dependants, during the term of the contract, shall result in the extension of the contract for a period equivalent to the working hours that have been reduced.

12. Withdrawals

- 12.1. If a beneficiary does not accept the grant, waives it, does not formalise the pre-enrolment or enrolment or does not take up the place, or if it is revoked, within the period set out in the call for applications, financial resources permitting, the vacant grant will be awarded under the same category.

In the case of Category 2, it will be awarded in accordance with Item 4 of these regulations.

In the case of Category 4, the grant will be awarded to the candidate on the backup list of the same institution that funded the grant.

In the case of Category 5, the grant will be awarded to the candidate on the backup list of the same institution that is co-funding the grant.

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This recipient may take up their post on the 1st of the month following the decision of the Delegated Committee for Research, Transfer and Doctoral Studies regarding any vacancies or withdrawals.

12.2. Any vacancies outside this timeframe arising from the cases described in the previous item, will not be filled.

12.3. Recipients who withdraw from the grant programme but continue their research training (doctoral programme) must pay the tuition fees for the academic year in force on the date of withdrawal, unless they have completed more than 50% of the academic year.

At the end of each year, any retained and unspent funds for grants that have not been completed will be released.

13. Incompatibilities of the grant

These grants are incompatible with any similar grant. However, they are compatible with work carried out under Article 60 of Framework Act 2/2023 of 22 March on the University System (LOSU), provided that such work is directly related to the research covered by the recipient's work plan.

In any event, contracted staff receiving these grants are subject to the rules on incompatibilities applicable to all contracted teaching and research staff at the University of Girona.

Requests for compatibility authorisations must be submitted to the UdG's Human Resources Service.

14. Revocation of the grant

Total or partial failure to comply with the obligations or requirements set out in these regulations, as well as any conditions, where applicable, in the grant award agreement, or the concealment or falsification of information, shall result in the loss of the right to receive the grant, that is, the termination of the employment contract, as well as the obligation to repay any amounts received, where applicable.

The grant will be revoked following the completion of the relevant administrative procedure, which must include a report from the thesis supervisor and guarantee the grant recipient the right to a hearing.

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15. Applicable regulations

All matters not expressly addressed in these regulations will be covered by the provisions of Act 26/2010 of 3 August on the Legal Framework for Administrative Procedures of the Public Authorities of Catalonia, and Act 39/2015 of 1 October, on Shared Administrative Procedures under the Legal Framework for Public Authorities.

16. General provisions

Any exceptional circumstances not covered by these regulations will be addressed by the Delegated Committee for Research, Knowledge Transfer and Doctoral Studies.

The data used in the regulations and the respective calls for applications shall be extracted prior to the publication of each call, except in cases specified otherwise.

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ANNEX TO THE REGULATIONS

CRITERIA FOR THE ASSESSMENT OF GRANT APPLICATIONS FOR THE RECRUITMENT OF TRAINEE RESEARCH STAFF AT THE UNIVERSITY OF GIRONA - IFUdG

1. Assessment of the candidate: up to 6 points

1.1. Assessment of the academic record for bachelor's and master's degree programmes in relation to their studies and graduating class: up to 5 points

The assessment of the academic record will be based on the weighted average mark (per credit) and standardised according to the graduating class averages.

For coursework completed abroad, the academic record must have been calculated in accordance with the provisions of the decisions of 20 June and 21 July 2016 of the Directorate-General for University Policy of the Spanish Ministry of Education and Vocational Training and the General Secretariat for Universities decision of 18 September 2017, updating the list of grading scales for foreign university courses or qualifications and their equivalences with the grading system of Spanish universities, as published in the decisions of 21 March 2016 and 20 June 2016. .*

Average mark equivalences for coursework completed at foreign institutions

Average mark equivalences for university coursework completed at foreign institutions - Ministry of Science, Innovation and Universities - Secretariat- General of Universities

** Particular attention must be paid to accuracy the data shown in the 'credits' and 'mark' sections of the equivalence declarations, using the correct scale with the necessary decimal places, as well as to ensuring that each and every subject listed on the academic transcript is included. The document must be signed and will require the subsequent validation and signature of the UdG.*

The academic record will be assessed as follows:

The average mark on the personal academic record for bachelor's degree, engineering, pre-EHEA degree, diploma or master's programmes will be standardised using the following formula:

$$M_{record}^{Stand.} = \frac{M_{programme\ average}}{M_{mark}}$$

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Where

M_{record} = Applicant's transcript grade point average

$M_{programme\ average}$ = Average mark of the applicant's cohort for the relevant programme

M_{record}^{stand} = Normalised grade point average of the applicant

1. For bachelor's degree programmes that require the completion of ECTS credits at master's degree level in order to gain entry to a doctoral programme, the assessment of the bachelor's degree record will be added to the assessment of the master's degree record, as explained below:

- Up to 3 points will be awarded for the academic record for the bachelor's degree studies.

$$M_{cand} = 5 \cdot (M_{record}^{stand} - 1) + 1$$

If $M_{cand} < 0$, the assessment will be 0
If $M_{cand} > 3$, the assessment will be 3

- Up to 2 points will be awarded for the academic record for the master's degree studies.

$$M_{cand} = 3 \cdot (M_{record}^{stand} - 1) + 0,75$$

If $M_{cand} < 0$, the assessment will be 0
If $M_{cand} > 2$, the assessment will be 2

To calculate the average mark for the master's degree, ECTS credits proven to have been successfully completed by the application deadline will be taken into account.

2. In cases where admission to the doctoral degree is based on a first cycle plus a second cycle, the assessment of the first-cycle record will be added to the assessment of the second-cycle record, as explained below:

- Up to 3 points will be awarded for the academic record for the first-cycle studies.

$$M_{cand} = 5 \cdot (M_{record}^{stand} - 1) + 1$$

If $M_{cand} < 0$, the assessment will be 0
If $M_{cand} > 3$, the assessment will be 3

- Up to 2 points will be awarded for the academic record for the second-cycle studies.

$$M_{cand} = 3 \cdot (M_{record}^{stand} - 1) + 0,75$$

If $M_{cand} < 0$, the assessment will be 0
If $M_{cand} < 2$, the assessment will be 2

3. In cases where admission to the doctoral programme is based on a first cycle degree

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plus an ECTS master's degree, the evaluation of the first cycle transcript and that of the master's degree will be combined, as explained below:

- Up to 3 points will be awarded for the academic record for the first-cycle studies.

$$M_{cand} = 5 \cdot (M_{record}^{stand} - 1) + 1$$

If $M_{cand} < 0$, the assessment will be 0

If $M_{cand} > 3$, the assessment will be 3

- Up to 2 points will be awarded for the academic record for the master's degree studies.

$$M_{cand} = 3 \cdot (M_{record}^{stand} - 1) + 0,75$$

If $M_{cand} < 0$, the assessment will be 0

If $M_{cand} > 2$, the assessment will be 2

4. In the case of official and recognised bachelor's degree studies with a minimum duration of 300 ECTS credits, and degree programmes recognised as Level 3 on the MECES list approved by the Ministry of Education and Vocational Training, up to 5 points will be awarded:

$$M_{cand} = 8 \cdot (M_{record}^{stand} - 1) + 1,8$$

If $M_{cand} < 0$, the assessment will be 0

If $M_{cand} > 5$, the assessment will be 5

1.2. Assessment of the candidate's CV: up to 1 point

The following merits will be taken into account:

- Special honours (or equivalent) from pre-EHEA, bachelor's or master's degree programmes, up to a maximum of 0.5 points, for the best academic record in the cohort.
- Studies abroad (bachelor's degree studies or equivalent for a master's degree), in exchange programmes worth at least 9 ECTS credits, or placements abroad related to the candidate's course of study and the university, lasting at least 2 months, up to a maximum of 0.5 points.

In each case, only one of the merits will be awarded the maximum score for that section. All merits must be duly proven.

2. Research group assessment: up to 4 points

Information will be drawn from CRIS (the UdG's research management programme in use at the time) and from the databases of the OTRiT itself and the School of Doctoral Studies.

If the thesis supervisor is involved in a research project led by a researcher (the PI) from a different research group, the assessment will be calculated as the average of the assessments from both groups.

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If the thesis supervisor belongs to two research groups, they must specify to which research group the following criteria apply and, where applicable, that group prioritizes the candidate.

For co-supervisions, the average of the co-supervisors' evaluations will be applied.

For Category 4 and 5 grants, each call will adapt the assessment criteria.

Criterion	Score
2.1. Number of research trainees in the group/number of full-time PDIs or PIs holding a doctoral degree and conducting research work affiliated with the UdG. Research trainees with a Special Initiative (AE) grant are counted as 0.25.	Up to 2 points - $\text{If } \frac{\text{research trainees}}{\text{FT PDIs or PIs w/doctorate}} \geq 0.5 \text{ Score} = 0.5$ - $\text{if } 0.5 > \frac{\text{research trainees}}{\text{FT PDIs or PIs w/doctorate}} \geq 0.3 \text{ Score} = 1$ - $\text{if } 0.3 > \frac{\text{research trainees}}{\text{FT PDIs or PIs w/doctorate}} \geq 0.16 \text{ Score} = 1.5$ - $\text{if } 0.16 > \frac{\text{research trainees}}{\text{FT PDIs or PIs w/doctorate}}, \text{ Score} = 2$
Comments: Trainee researchers whose contracts end after 31 December of the year of the call, corresponding to the following programmes, will be counted: FI Joan Oró, FI_SDUR, FI-STEP, IFUdG, IFUdG-AE and IF Talent UdG (except IFR), or equivalent. If there is more than one application per research group, the score will decrease with each subsequent application from the group, in line with the candidate's ranking. One point will be added to the 'number of research trainees in the group' for each application, and, if there are more, 2 for the second, 3 for the third, and so on. For these purposes, special initiative grants (AE) will count towards 0.25.	
2.2. The thesis supervisor belongs to a research group recognised by the Government of Catalonia (SGR), from the UdG, or an inter-university group to which the UdG is affiliated, in the most	Up to 1 point, with the following scoring:* - the mark obtained in the SGR assessment, standardised to 1 point, - 0.4 points if the score is less than or equal to this mark (4 out of 10),

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recent call for applications in which a decision has been made. Or they are part of a non-UdG SGR group because, at the application was submitted, they did not hold a research contract with the UdG.	– 0.2 points if the group has not been assessed, – 0 points in other cases. *In the event that there are no evaluations in the SGR call for applications, the CDRTD will adapt these scoring criteria.
<i>Comments:</i> In the case of co-supervised theses, the score will be calculated proportionally according to the supervisors.	
2.3. Number of theses defended at the UdG supervised by full-time group members conducting UdG-affiliated research in the last 7 years, counted by the year of the call, standardised by the number of full-time PDIs or PIs holding a doctoral degree and conducting research work affiliated with the UdG (excluding those who have obtained their PhD in the last 7 years).	Up to 1 point • If $\frac{\text{Thesis}}{\text{FT PDIs or PIs w/doctorate}} \geq 1.2$, Score = 1 • If $1.2 > \frac{\text{Thesis}}{\text{FT PDIs or PIs w/doctorate}} \geq 0.8$, Score = 0.75 • If $0.8 > \frac{\text{Thesis}}{\text{FT PDIs or PIs w/doctorate}} \geq 0.5$, Score = 0.5 • If $0.5 > \frac{\text{Thesis}}{\text{FT PDIs or PIs w/doctorate}} \geq 0.3$, Score = 0.25 • If $0.3 > \frac{\text{Thesis}}{\text{FT PDIs or PIs w/doctorate}}$, Score = 0
<i>Comments:</i> In the case of theses co-supervised by supervisors from different UdG research groups, the thesis score will be divided proportionally. Theses with a European and/or international and/or industrial mention will be awarded 50% more points.	
2.4. Obtaining co-funding for IFUdG-AE	If an IFUdG-AE is applied for: 0.5 points, up to a maximum of 4 points in the assessment of the UdG research group

The information in the updated group directory will be used, including changes approved up to the last meeting of the Delegated Committee for Research, Transfer and Doctoral Studies held before the deadline for submitting applications for each call.

NOTE: Text translated from the original Catalan version. In the event of any translation errors, omissions or ambiguities, the original Catalan version shall prevail.